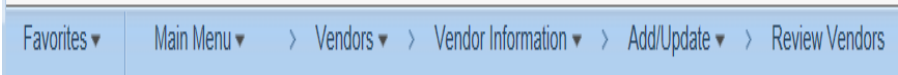


**LAST REVISED DATE: 05/01/2017**

## General Information

Task	Process Information
<b>Looking Up Vendor Information in GEARS</b>	<p>Search for a vendor(s) using the search criteria in GEARS to validate if a Vendor is in the system and review information relating to that vendor.</p> <p>This tip sheet will review the steps to looking up vendor information using the search criteria.</p> <p>Tip: Once you locate the Vendor ID, make a list of your most commonly used vendors so you can have that information on hand for future use, but remember, at times, vendor information does change.</p> <p>If the vendor has not been established in GEARS, you may need to complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:  <a href="http://mdcourts.gov/gears/forms.html">http://mdcourts.gov/gears/forms.html</a></p>

## GEARS Navigation

<b>Main Menu &gt; Vendors &gt; Vendor Information &gt; Add/Update &gt; Review Vendors</b>	
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## 1.0 Process

This document is intended to provide a quick reference to looking up vendor information in GEARS.

STEP	ACTION	DETAILS																								
1a.	<p>On the <i>Review Vendors</i> page, search for a vendor by using the <b>Vendor's Tax ID Number (TIN)</b> or <b>Social Security Number (SS#)</b>, if known, by using the dropdown option in the ID Type field.</p> <p><b>Note:</b> The system will not display SS#'s for vendors in the search results.</p>	<div><div><div><div><div><div>Oracle</div><div>Review Vendors</div></div><div><div>Search Criteria</div><div><div><div><div>*SetID</div><div>SHARE</div><div></div></div><div><div>Equal to</div><div></div></div><div><div>Equal to</div><div></div></div><div><div>Vendor Status</div><div></div></div></div><div><div>Name</div><div></div></div><div><div>Withholding Name</div><div></div></div><div><div>Vendor ID</div><div></div></div><div><div>Short Name</div><div></div></div><div><div>Classification</div><div></div></div><div><div>Type</div><div></div></div><div><div>Persistence</div><div></div></div></div><div><div>Address</div><div></div></div><div><div>City</div><div></div></div><div><div>Country</div><div></div></div><div><div>State</div><div></div></div><div><div>Postal</div><div></div></div><div><div>Bank Account #</div><div></div></div></div><div><div>Customer Number</div><div></div></div><div><div>ID Type</div><div>Tax Identification Number</div></div><div><div>Tax Identification Number</div><div>202603133</div></div><div><div>VAT Registration ID</div><div></div></div><div><div>Withholding Tax ID</div><div></div></div></div><div><div>Max Rows</div><div>300</div></div><div><div>Search</div></div><div><div>Clear</div></div></div></div><div><div><div>Search Results</div><div><div>Main Information</div><div>Additional Vendor Info</div><div>Audit Information</div></div><div><div>Personalize</div><div>Find</div><div>View All</div><div>First</div><div>1 of 1</div><div>Last</div></div></div><table><tr><th>Actions</th><th>Vendor ID</th><th>Short Name</th><th>FEIN Number</th><th>Mail Code</th><th>Name 1</th><th>Address</th><th>Address Line 2</th><th>City</th><th>State</th><th>Postal Code</th><th>Effective Status</th></tr><tr><td>▼ Actions</td><td>0000009385</td><td>THEABUNDAN-001</td><td>202603133</td><td>000</td><td>THE ABUNDANCE CATERING COMPANY</td><td>9 VERNON AVE</td><td></td><td>GLEN BURNIE</td><td>MD</td><td>21061-0000</td><td>Active</td></tr></table></div></div>	Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status	▼ Actions	0000009385	THEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active
Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status															
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**1b.**

While searching by TIN/SS# is the preferred method, you can also search by other criteria.

For example, to search by **Vendor Name**: Change the **Name** dropdown box to “Contains”, then type the beginning of or a keyword associated with the vendor’s name. By choosing “contains,” your search will look for any record that contains the information you type.

**Tip:** You can also use the %, which is a GEARS wildcard feature. As an example, if you are looking for William Smith, type “%w% smith” in the “Name” field to search for and find any vendor with the name “smith that has a “W” in either the first name or the middle name/initial.

### Review Vendors

**Search Criteria**

\*SetID:

**Name:**

Withholding Name:

Vendor Status:

Vendor ID:

ShortName:

Classification:

Type:

Persistence:

Address:

City:

Customer Number:

Country:

ID Type:

State:

VAT Registration ID:

Postab:

Withholding Tax ID:

Bank Account #:

Search Results										
Main Information										
Vendor ID	FEDIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Status	
0000001834		000	WILLIE J SMITH JR	999 MAIN STREET		UPPER MARLBORO	MD	20772-0000	Approved	
0000002309		000	WILLIAM J SMITH JR	1234 WELCOME LN		SALISBURY	MD	21804-0000	Approved	
0000002433		000	WILLIAM E SMITH	999 MAIN STREET		FEDERALSBURG	MD	21632-0000	Approved	
0000004858		000	WILLIAM E SMITH	1234 WELCOME LN		EAST GREENWICH	RI	02818-0000	Approved	
0000005236	521169129	000	TOWN OF SMITHSBURG	999 MAIN STREET	SUITE 300	SMITHSBURG	MD	21783-0237	Approved	
0000011255		000	WARREN A SMITH JR	999 MAIN STREET		BALTIMORE	MD	21237	Approved	

Example Keyword	Example Vendor Name
%W% Smith	William J Smith Jr
Bond	Statewide Bail Bonds, Inc.
Free	Free State Monitoring LLC
<b>Do:</b> Select key words from the vendor name  Pick unusual parts of vendor name  Contact DBF if you do not see the vendor or address needed	<b>Don't:</b> Search for the entire vendor name  Include “the”, “and”, “or”, “other”  Use words you know there will be a lot of (e.g., “inc”)

**2.**



Click the  button.

3.

After clicking “Search,” you will get a list of vendors that contain the criteria used.

**Important:** Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/for.ms.html>

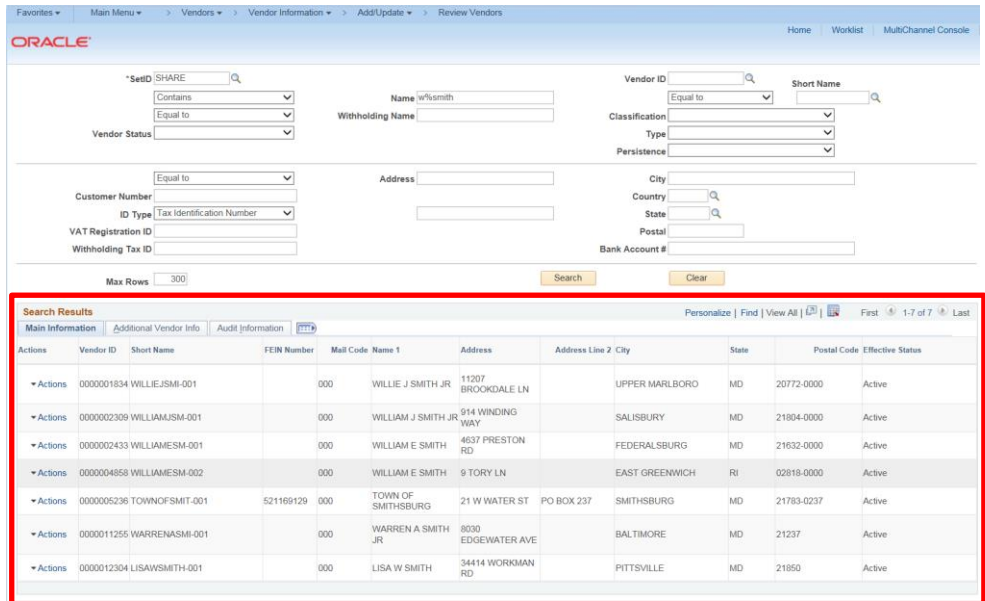
**Note:** If your search results return multiple rows that span multiple pages, click the  right and  left arrows to scroll through page(s).

If your search returned no results, the system will display the message:

There are no rows available that meet your search criteria.

At that time, you may try using different search criteria or if the Vendor does not exist in the system, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/for.ms.html>



Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	000001834	WILLIEJSM-001		000	WILLIE J SMITH JR	11207 BROOKDALE LN		UPPER MARLBORO	MD	20772-0000	Active
▼ Actions	000002309	WILLIAMJSM-001		000	WILLIAM J SMITH JR	914 WINDING WAY		SALISBURY	MD	21804-0000	Active
▼ Actions	000002433	WILLIAMESM-001		000	WILLIAM E SMITH	4637 PRESTON RD		FEDERALSBURG	MD	21632-0000	Active
▼ Actions	000004858	WILLIAMESM-002		000	WILLIAM E SMITH	9 TORY LN		EAST GREENWICH	Ri	02818-0000	Active
▼ Actions	000005236	TOWNOFSMIT-001	521169129	000	TOWN OF SMITHSBURG	21 W WATER ST	PO BOX 237	SMITHSBURG	MD	21783-0237	Active
▼ Actions	000011255	WARRENASMI-001		000	WARREN A SMITH JR	8030 EDGEWATER AVE		BALTIMORE	MD	21237	Active
▼ Actions	000012304	LISAWSMITH-001		000	LISA W SMITH	34414 WORKMAN RD		PITTSVILLE	MD	21850	Active



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.